



LEON COUNTY SUPERVISOR OF ELECTIONS

ION SANCHO,
SUPERVISOR



Map User Guide

The opening window is the **Search Page**. This page allows you to go directly to a location on the map using a Property Address, or a Precinct Number. If you do not have this information or would just like to go straight to the map and close the **Search Page** you can choose to [Explore the County](#).

To use the **Search Page** by Property Address you must know the house number, street name and street type (e.g. St, Rd, etc.) Type in the address, click **Find Address**, the **Search Page** will close and you will be zoomed into the property on the map.

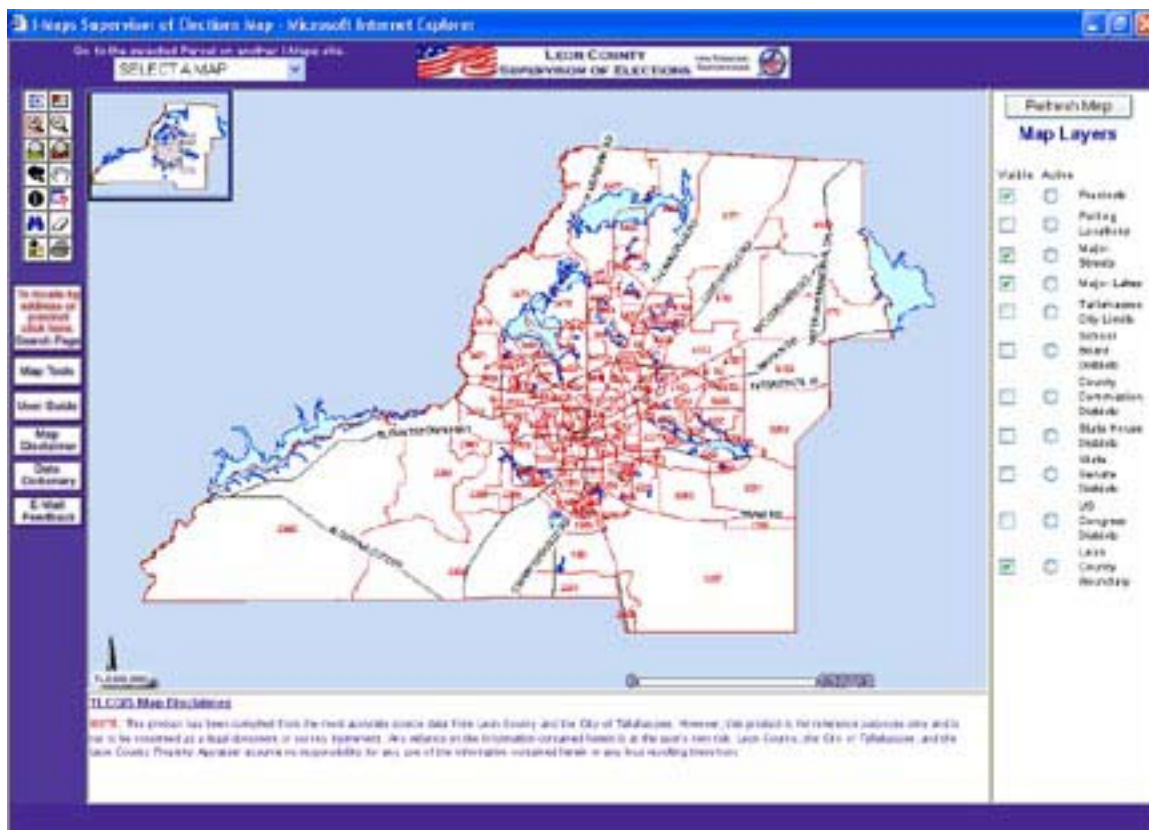
To use the **Search Page** by Precinct Number you need your precinct number, which can be found at the bottom left corner of your 'Voter Information Card'. Type in the 4-digit precinct number and click **Find Precinct**, the **Search Page** will close and you will be zoomed into the precinct on the map.

To go directly to the map and close the **Search Page** click [Explore the County](#).

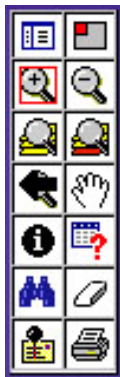
To locate by
address or
precinct
click here.
[Search Page](#)

To re-open the **Search Page** click the Search Page Information Button.

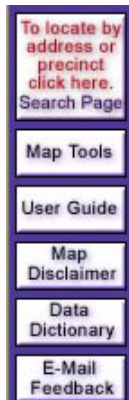
[Explore the County](#)



Map Tools and Information Buttons



Map Tools



Information Buttons

The group of small buttons on the top left side of the screen are your map tools. The large buttons at bottom left of the screen are your information buttons.

The button that says '**To locate by address or precinct click here. Search Page**' will re-open the **Search Page** so that you can use it to locate another address or precinct.

Map Tools

For a printable on-screen explanation of what each tool does, click on the large button on the left side of the screen labeled "**Map Tools**."

A new window will open. You will see a short description of each tool. Read this and you will have the basics you need to use the map. Refer back to this help as needed while you explore the functionality of the map, or print the **Map Tools** page for a hard copy reference.

User Guide

The "**User Guide**" button opens this document.

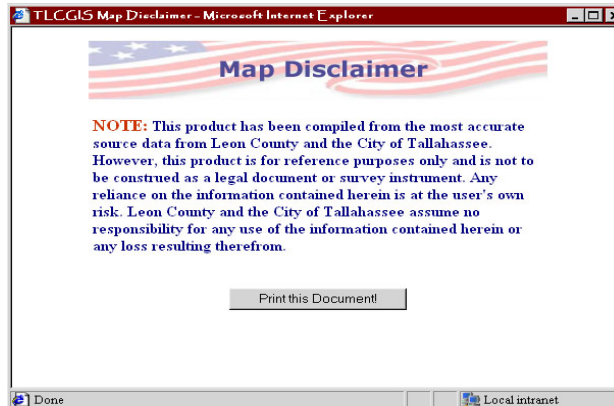
MAP TOOLS	
	Toggles between the LAYER LIST and symbol LEGEND
	Turns the OVERVIEW MAP on and off
	Drag a box or click on the map to ZOOM IN
	Drag a box or click on the map to ZOOM OUT
	Zoom to the FULL EXTENT
	Zoom to the ACTIVE LAYER
	Return to the LAST EXTENT
	Click and drag on the map to PAN
	IDENTIFY features on the active layer
	QUERY features on the active layer
	FIND features on the active layer
	CLEAR selected features
	LOCATE by Street Address, Street Intersection, or Property Address
	PRINT a map

Please contact **Nick Martinez, GIS/Demographic Analyst @ 488-1350**, or <mailto:martinen@leoncountymt.gov> for help with questions not covered here.

Print this Document!

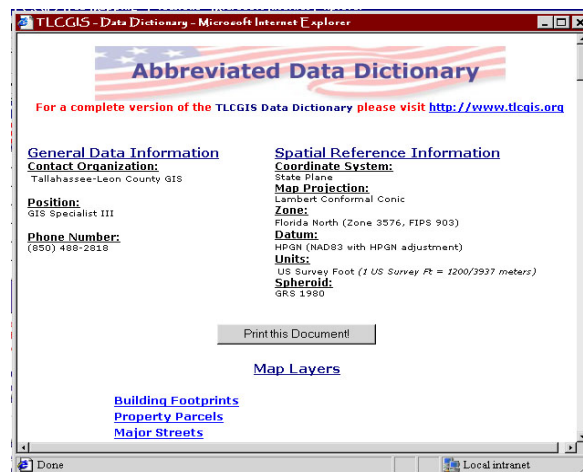
Map Disclaimer

The “**Map Disclaimer**” button also opens in a new window. This document tells you that the data on the map is the best quality data available but to also rely on your own judgment and common sense when using this data. If you print a map for use, it is important to include this information with the map. Be sure to print the Disclaimer and include it when you print a map.



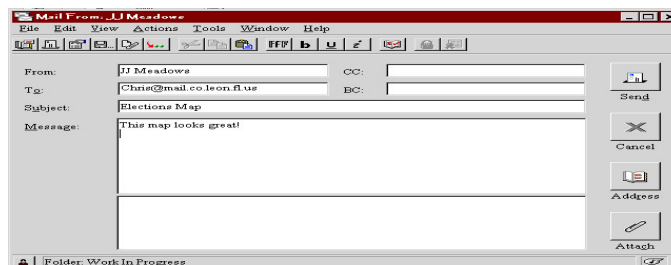
Data Dictionary

The next button down opens a detailed “**Data Dictionary**” that tells you specifically about all the data you may see on the map. It documents things like the scale the data was created at, the scale at which it is intended to be used, the original source of the data, and a contact for any questions regarding the data.



E-Mail Feedback

The button at the bottom is a handy way to “**E-mail feedback**” about the map to the GIS staff. It opens a blank e-mail form that is already addressed to the Supervisor of Elections GIS staff and your return address. Just fill in the body of the e-mail form with your comments and hit Send.



Layers and Legend

Layers List

Map Legend

The last area of the main window you need to know about is the column on the right side of the screen called “**Map Layers.**” “Layers” are the different features or sets of data you can select to show on your map.

The layers are “scale dependent” meaning they only show up at the scale they are best viewed at. As you “zoom in” on the map more layers will become visible on the map.

Layers that are currently shown on the map, or are “visible”, have a check in the square box to the far left of the layer name in the column labeled “**Visible**”. To turn on additional layers or to turn some of the layers off, just click in the square box to the far left of the layer name and then click one of the “**Refresh Map**”

Refresh Map

button.

The map will redraw to reflect the changes you’ve made.

The column of circular check boxes indicates the “Active” layer or the layer that you can currently select information about. Only one layer can be “Active” at a time. To change the “Active” layer click in the circular box to the close left of the layer name. You do not need to click the “**Refresh Map**” button for the layer to become “Active”.

Tool Details



Legend/Layers: The map tool at the top left of the map tools group “**Toggles**” between the layers list and the map legend. The “legend” is a reference to what each color and/or symbol on the map represents.



Overview Map: This tool “**Toggles**” the Overview Map on the top left corner of the Main Map on and off.



Zoom In: Click on the “**Zoom In**” tool in the top group of tools on the left side of the screen. It looks like a magnifying glass with a plus sign on it. Now you can “click and drag” anywhere on the map and the map will zoom in to that area. Keep using the “**Zoom In**” tool until you see some additional streets start to show up. You may have to zoom in several times before this happens. Experiment with turning some of these on and off. Don’t forget to click the “**Refresh Map**” button at the top of the “**Layers**” list if you turn layers on or off!



Zoom Out: To zoom out, click on the “**Zoom Out**” tool. “Click” it on the map to zoom out.



Zoom to Full Extent: Click on this tool and the map will zoom out to the “**Full Extent**” of the map data or the view you saw when the map window first opened.



Zoom to Active Layer: Click on this tool and the map will zoom to the extent of the layer that is **“Active”**.



Zoom to the Last Extent: Click on this tool and the map will go back to the **“Last Extent”** that was showing or the previous view.



Pan: To move around to different parts of the map or pan, click on the **“Pan”** tool. It looks like a hand. Click the tool on the map, hold the left mouse button down and drag the map in the direction you want to go. Repeat this process until you have located the area of the map you want.



Identify: You can get information about specific features by using the **“Identify”** tool. First use the **“Active”** check box to select a layer you want to retrieve information from. Note that only one layer can be active at a time. That layer will have the circular box checked on the layer list. Next, click the **“Identify”** tool, and then click on a specific feature in the active layer on the map. Data about that specific feature is displayed at the bottom of the screen.



Clear: This tool **“Clears”** selected features and/or graphics on the map.

Locating a specific address

This tool provides the same functionality as the [Search Page](#).



Use the **“Locate Address”** tool (near the bottom of the tool group; it looks like an envelope with a pushpin on it) to find a specific address on the map. Once you click the **“Locate Address”** tool, some boxes show up at the bottom of the browser.

Layer	Streets	Select Layer	Locate
Street	Streets		
street name	Property Parcels		727 calhoun
Cross street:			
cross street name and type			

The first box, called “Layer,” a drop-down list with two different ways for you to find addresses.

Parcel Addresses: To find a specific address using the Property Parcels “layer”. After clicking on the **“Locate Address”** tool, click on the drop-down arrow in the **“Layer”** box. You will see a choice of **“Property Parcels.”** Click on this choice and then you MUST click on **“Select Layer.”** That is easy to forget, but you have to do it! Next, simply click in the **“Street”** box (the white box), type the address, and click **“Locate.”** The map either labels and displays the property, or gives you a list of possible matches to select from (click the blue number on the one you want). This method of locating an address relies on closely matching the address you enter with the official address listed in the Property Appraiser’s database.

Street Intersections: Now try to locate an intersection. Click on the **“Locate Address”** tool. Choose the **“Streets”** layer then click in the first **“Street”** box and type a street (Tennessee St), then click in the **“Cross Street”** box and enter a second street (Ocala Rd). Then click the **“Locate”** button. The map either labels and displays the intersection, or gives you a list of possible matches to select from (click the blue number on the one you want).



Clear: Clicking this tool **“Clears”** or un-selects any selection you have made to the data and removes any highlights and/or graphics created by the selection.



Print: Once you have the map looking the way you want on the screen, simply click the **“Print”** tool. A new print interface appears at the bottom of the screen.

You can give your map a custom title and sub-title. Choose a paper size using the drop-down list of paper size choices (8.5x11, 11x17, 22x34, and 36x48). Note that you must have a large-format plotter in order to print maps that are 22x34 or 36x48. Choose an optional map scale from the drop list of 10 scale choices (1":100 ft, 1":200 ft, 1":300 ft, 1":400 ft, 1":500 ft, 1":800 ft, 1":1000 ft, 1":2000 ft, 1":1 mile, 1":10 miles). If you don't select a scale, the map will print close to what you see on your screen.

Then click on **“Preview Layout.”** A new window opens, showing the map available to print. Using the Microsoft Internet Explorer **“File”** and **“Print”** menu choices, select the printer or plotter, you want to use first. Then make sure to set the printer properties to the paper size you chose for the map and “landscape” page orientation. Then click “OK” to send the layout to the printer. If you select 11x17 to be printed to a printer rather than a plotter, you will likely have to manually feed an appropriately sized sheet of paper into the printer.